

**BY ORDER OF THE COMMANDER
TWENTY-FIFTH AIR FORCE (ACC)**



25AF INSTRUCTION 23-101

25 JANUARY 2016

Materiel Management

***MATERIEL MANAGEMENT
PROCESSES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management*. This instruction defines the responsibilities of the Office of Primary Responsibility (OPR) and subordinate organizations. This instruction incorporates Twenty-Fifth Air Force (25 AF) objectives; clarifies 25 AF and subordinate Wings, and Centers responsibilities; clarifies equipment management and accountability processes. It also defines 25 AF Numbered Air Forces (NAF) roles and responsibilities in regard to materiel management. This publication applies to all military and civilian personnel assigned to the 25 AF and subordinate organizations. For the purpose of this instruction, references to “25 AF Wings/Centers” refers to 9th Reconnaissance Wing (9 RW), 55th Wing (55 WG), 70th Intelligence, Surveillance, and Reconnaissance Wing (ISRW), 480 ISRW, Air Force Technical Applications Center (AFTAC), and 363 ISRW. This instruction only applies to the Intelligence Community (IC) supply satellite accounts, Big Safari Inventory (BSI) supply accounts, Automated Logistics Management Support System (ALMSS) supply accounts, and MAXIMO supply accounts. This publication does not apply to gained Air National Guard and Air Force Reserve units. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (e.g., T-0, T-3) number following the compliance statement. Requests for waivers must be submitted through chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) Air Force

Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact your supporting Records Manager as required. This publication does not generate information collection and reports as outlined in Air Force Instruction (AFI) 33-324, *The Air Force Information Collections and Reports Management Program*.

1. GENERAL POLICY

1.1. **Purpose.** This instruction provides materiel management guidance. This instruction outlines responsibilities for the Wings, Centers, Groups, and units. Procedures in this instruction take effect upon receipt and apply to 25 AF organizations as indicated in each applicable section or page. 25 AF Materiel Management Branch (A4RM) may authorize any deviations or waivers to this instruction

1.1.1. Submitting Proposed Changes. Submit proposed changes through command channels to 25 AF/A4RM by e-mail.

1.1.2. Relations to other directives. If procedures in this instruction conflict with procedures in USAF or other publications, the conflict should be identified and submitted to 25 AF/A4RM for resolution. Follow these procedures until the discrepancy is resolved. Where a process is not addressed, refer to AFI 23-101, *Air Force Materiel Management*, AFMAN 23-122, *Materiel Management Procedures*, and Air Force Handbook (AFH) 23-123, *Materiel Management Handbook*.

1.1.3. Ensure a streamlined approach that focuses on improvement and proper management and oversight of assigned equipment accounts IAW the Department of Defense (DoD) Financial Improvement and Audit Readiness (FIAR), DoD Financial Management Regulation 7000.14-R, Volume 1, [Chapter 1](#).

1.1.4. Achieve and sustain audit readiness on all mission critical assets to include but not limited to military equipment, real property, inventory, operating materiels and supplies, and general equipment in accordance with FIAR.

1.1.5. Comply with the requirements in AFI 23-101, AFMAN 23-122, and AFH 23-123, Organization and Responsibilities/Satellite Procedures.

2. ROLES AND RESPONSIBILITIES

2.1. 25 AF/A4RM Materiel Management Branch.

2.1.1. Provide materiel management oversight to all 25 AF subordinate units (Command Codes 0U and 2L). **(T-3)**

2.1.2. Coordinate directly with HQ Air Combat Command (ACC) and other agencies on materiel management issues pertaining to 25 AF units. **(T-3)**

2.1.3. Review and approve requests for waiver of grade or Air Force Specialty Code (AFSC) for appointment of Chief of Supply (COS) of 25 AF IC satellite supply operations. **(T-3)**

2.1.4. 25 AF/A4RM is responsible for validating, approving or disapproving allowance change requests for all subordinate units (Command Codes 0U and 2L). **(T-3)**

- 2.1.4.1. Provide functional management, surveillance, and administration of Air Force Equipment Management System (AFEMS) and other functions as described in AFI 23-101, AFMAN 23-122, and AFH 23-123. **(T-3)**
- 2.1.4.2. Ensure equipment authorized and/or in-use by command units is reported in AFEMS C001. **(T-3)**
- 2.1.5. Review and approve DoD Activity Address Code requests for subordinate units (Command Codes 0U and 2L). **(T-3)**
- 2.1.6. Review all authorization requests to establish or increase Special Purpose Recoverables Authorized Maintenance (SPRAM) details for subordinate units. **(T-3)**
- 2.1.7. Conduct Staff Assistance Visits (SAV) on subordinate wings, centers, groups, and units upon request. SAVs will not be conducted within 120-day period before any inspector general (IG) inspection. **(T-3)**
- 2.1.8. Monitor all Mission Capable (MICAP) requisitions and provide assistance, as necessary. **(T-3)**
- 2.1.9. 25 AF/A4RM staffs unit 0U and 2L disposition actions on unit requests for disposition. Contacts with agencies outside 25 AF may delay the disposition process. 25 AF/A4RM will provide information copies of correspondence with outside agencies to the originating unit. **(T-3)**
- 2.1.10. The 25 AF/A4RM 2S0X1 Functional Manager (FM) will be the conduit between 25AF IC units and the Air Combat Command 2S0X1 FM and the AF Installation Mission Support Center (AFIMSC), Detachment 8, Command 2S0X1 FM. **(T-3)**

2.2. Wing

- 2.2.1. All Wing Staff 2S members will coordinate with 25 AF/A4RM on all IC materiel management issues as well as provide overall materiel management oversight and guidance to all wing subordinate units. **(T-3)**
- 2.2.2. Act as liaison on all subordinate unit materiel management personnel issues. Coordinate with 25 AF/A4RM 2S0X1 FM on all materiel management personnel matters. Review and coordinate on all manpower evaluation studies, manning shortages, and training requirements for materiel management personnel. **(T-3)**
- 2.2.3. Coordinate with 25 AF/A4RM on materiel management issues with Detachment 2 (Det 2), 645 Aeronautical Systems Squadron (AESS), Greenville, TX; Air Force Materiel Command (AFMC) Air Force Life Cycle Management Center (AFLCMC) /HBGL, Robins Air Force Base (AFB), GA; and AFLCMC Cryptographic and Cyber Systems Division (CCSD), Joint Base San Antonio (JBSA) Lackland, TX. **(T-3)**
- 2.2.4. Monitor and assist, as necessary, all subordinate organization's MICAP requirements to completion. **(T-3)**
- 2.2.5. 70 ISRW/LG and 480 ISRW/SCO will oversee the AFLCMC/CCSD Repair and Return (R&R) program and ensure R&R advance notifications are received with appropriate information, receipt of timely termination notices, and follow-up action is being processed via e-mail, or phone to ensure the most current status is updated. **(T-3)**

- 2.2.5.1. Submit quarterly R&R analysis to 25 AF/A4RM no later than (NLT) the 15th of January, April, July, and October. **(T-3)**
- 2.2.6. Consolidate applicable unit data for semi-annual MICAP and M32/Report Card analysis and forward to 25 AF/A4RM NLT the 15th of April and October. **(T-3)**
- 2.2.7. Conduct quarterly Materiel Management telephone or video conferences with WR/GRC, 25 AF/A4RM and all subordinate units. **(T-3)**
 - 2.2.7.1. Discuss health of Satellite and/or Commercial Off-The-Shelf Systems (COTS) Materiel Management accounts, potential supply chain support, training and manning issues. **(T-3)**
- 2.2.8. Conduct SAV for subordinate units, as required. If higher headquarters (HHQ) assistance is required, provide request in writing through appropriate channels. **(T-3)**
- 2.2.9. Attend applicable Materiel Management forums (i.e., BSI Forum, WR/GRC Logistics Support Forum, and AFLCMC/CCSD Customer Day). **(T-3)**
- 2.2.10. Review all support plans and memorandum agreements for materiel management requirements. **(T-3)**
- 2.2.11. Establish and publish guidelines, procedures and operating instructions for subordinate units and detachments as applicable. **(T-3)**
- 2.2.12. Provide Status of Resources and Training (SORTS)/Defense Readiness Reporting System (DRRS) related information to unit SORTS/DRRS monitor IAW AFI 10-201, *Status of Resource and Training System*, and AFI 10-252, *Defense Readiness Reporting System*. **(T-3)**

2.3. Unit

- 2.3.1. The unit commander will appoint a Chief of Supply (COS) for IC satellite supply accounts. Appoint a senior non-commissioned officer (SNCO), AFSC 2S071/90/00, by letter IAW AFI 23-101, AFMAN 23-122, AFH 23-123 and AFI 23-111, *Management of Government Property in Possession of the Air Force*. The Wing commander may waive the AFSC or qualification requirements for the position for extenuating circumstances and an information copy of approved waivers provided to 25 AF/A4RM. **(T-3)**
 - 2.3.1.1. Upon change of Accountable Officer, ensure the Certificate of Transfer is completed IAW AFI 23-101, AFMAN 23-122, AFH 23-123 and AFI 23-111 and/or Logistics Support Plan (LSP) 67-1 and forward copies of certificate to 25 AF/A4RM. **(T-3)**
 - 2.3.1.2. Ensure the unit commander's appointment letter, certificate of transfer, and copy of the Consolidated Inventory Document Register (M10) or equivalent are forwarded to 25 AF/A4RM within 30 days after transfer actions are completed. **(T-3)**
 - 2.3.1.3. Ensure the unit out-processing checklist includes the transfer of equipment accounts. Transfer the equipment account at least 45 days before the custodian's departure date. **(T-3)**
 - 2.3.1.4. Ensure property custodians review the Custodian Authorization/Custody Receipt List (CA/CRL), R14, received from their supporting Logistics Readiness

Squadron (LRS) Equipment Accountability Element (EAE) to certify information is complete, accurate, and signed by their commander. **(T-3)**

2.3.1.4.1. Ensure property custodian utilizes AF Form 1297, *Temporary Issue Receipt*, for all assets registered on their R14 located outside of their span of control (immediate work space/office). **(T-3)**

2.3.1.5. Confirm that a "floor-to-book" style inventory is accomplished at least annually, IAW AFI 23-101, AFMAN 23-122, and AFH 23-123. **(T-0)**

2.3.1.6. Immediately initiate a Report of Survey (ROS) for all unresolved discrepancies for missing equipment assets IAW AFMAN 23-220. Units will follow procedures outlined in AFI 23-111. **(T-0)**

2.3.1.7. Account for all pilferable and high dollar value assets such as those purchased by Government Purchase Card (GPC) and/or other financial resources. **(T-0)**

2.3.1.8. Do not assign materiel control personnel with custodial responsibility for tools, equipment or supplies located in other work centers or staff offices. **(T-3)**

2.3.2. The IC Satellite Supply Account COS is responsible to maintain an effective and efficient materiel management operation. **(T-3)**

2.3.2.1. Coordinate directly with 480 ISRW, 70 ISRW, and AFTAC Logistics on issues and/or concerns which may affect materiel management processes. **(T-3)**

2.3.2.2. Provide the MSK Inventory List (R50/C46) to 25 AF/A4RM through the Wing/Center quarterly or within 10 days of any changes. Submit the list by the 10th day of March, June, September, and December. Submit monthly reports; Modified Monthly Base Supply Management Report (M32) data, and/or Big Safari Report Card to 25 AF/A4RM no later than the 10th day of each month through respective Wing/Center. **(T-3)**

2.3.2.3. Submit all requests to establish or increase SPRAM details to 25 AF/A4RM. Include information copy through respective Wing/Center. SPRAM authorizations directed by and provided by WR-ALC (FZZ) via the Directed Spares List (DSL) require no additional approval. **(T-3)**

2.3.2.4. Coordinate with 25 AF/A4RM for equipment disposition instructions. However, units may work directly with Det 2, 645 AESS Greenville, TX and AFMC AFLCMC/HBGL, Robins AFB GA for depot-owned equipment, with information copy to 25 AF/A4RM, and respective Wing/Center. If the originating unit receives no reply to their request for disposition within 10 days, they will follow-up with the entity to whom the request was submitted. **(T-3)**

2.3.2.5. Certify inventory adjustments when authorized IAW AFI 23-101, AFMAN 23-122, and AFH 23-123, or LSP 67-1. Review inventory adjustment support documentation to ensure adequate research has been accomplished. **(T-0)**

2.3.2.6. COS is responsible to review the M10 or equivalent for any adverse trends and sign approved block IAW requirements in AFI 23-101, AFMAN 23-122, and AFH 23-123. **(T-3)**

- 2.3.2.7. Establish and maintain a training continuity program to ensure materiel management personnel follow current procedures for tasks assigned. **(T-3)**
- 2.3.2.8. COS is responsible to establish and maintain an internal self-inspection program for materiel management processes/programs. **(T-3)**
- 2.3.2.9. Provide materiel/equipment management assistance to all unit work centers as required. **(T-3)**
- 2.3.2.10. Attend applicable Materiel Management forums (i.e., BSI Forum, WR-ALC Logistics Support Forum, and AFLCMC/CCSD Customer Day). **(T-3)**
- 2.3.2.11. Monitor and manage all MICAP requirements and work directly with all applicable depots, as required, to ensure requirements are satisfied. Provide 25 AF/A4RM MICAP Status boards and a copy of all MICAP correspondence (**Attachment 2**). Include information copy to the Wing/Center as applicable. **(T-3)**
- 2.3.3. Materiel Control coordinates with support agencies and assists maintenance personnel by expediting all materiel management transactions IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*. Materiel Control will perform any functions the host LRS cannot because of security inaccessibility reasons. Units without materiel management personnel will be responsible to perform Materiel Control programs as an additional duty. **(T-3)**
- 2.4. Air Force Technical Applications Center (AFTAC)**
- 2.4.1. AFTAC Technical Sustainment Squadron (LSL) will serve as the OPR for Specialized Materiel Management procedures and programs. AFTAC/LSL will coordinate directly with 25 AF/A4RM on all materiel management issues as well as provide oversight to all AFTAC units. **(T-3)**
- 2.4.2. If HHQ's assistance is required, provide request in writing through appropriate channels.
- 2.4.3. Review AFLCMC/CCSD and Contract Logistics Support (CLS) issues during SAVs. **(T-3)**
- 2.4.4. Monitor and manage all MICAP requirements and work directly with all applicable depots, as required, to ensure requirements are satisfied. Provide 25 AF/A4RM an information copy of all MICAP correspondence (**Attachment 2**). **(T-3)**
- 2.4.5. Attend the annual AFLCMC/CCSD Technical Applications Products Division Technical Interchange Meeting forums. **(T-3)**
- 2.4.6. Review all support plans for materiel management requirements. **(T-3)**
- 2.4.7. Review and coordinate with 25 AF/A4RM on all manpower evaluation studies, manning shortages, and training requirements for materiel management personnel. **(T-3)**
- 2.4.8. AFTAC/LSL will coordinate with 25 AF/A4RM for all equipment disposition instructions.
- 2.4.9. Act as the liaison between AFTAC and the host Logistics Readiness Squadron (LRS) for materiel management related issues/concerns. **(T-3)**

2.4.10. Establish local procedures for managing and controlling items issued to their organization. If applicable, use an automated AF Form 538, *Personal Clothing and Equipment Record*, program or other locally developed tool to track issue and turn-in of returnable clothing items to individuals assigned to their unit. **(T-3)**

2.4.11. Publish local guidelines, procedures, and operating instructions for subordinate units/detachments as applicable. **(T-3)**

2.5. Satellite Supply

2.5.1. Satellite supply accounts will follow the guidelines outlined in AFI 23-101, AFMAN 23-122, and AFH 23-123. **(T-3)**

2.5.2. The Chief of Supply is responsible for the leadership, supervision, and training of all assigned personnel. Ensure all items are stored and handled according to DOD and AF technical orders, manuals, and directives. Manage programs such as rejects, document control, asset distribution, self-assessment program, etc. **(T-3)**

3. INTELLIGENCE COMMUNITY (IC) INVENTORY MANAGEMENT SYSTEMS

3.1. Big Safari Inventory (BSI)

3.1.1. Field units supported by FX2369 (Det 2, 645 AECS) BSI program will adhere to guidance in Logistics Support Plan (LSP) 67-1, Parts 1 & II. **(T-3)**

3.1.2. Field units supported by FX2369 BSI program will perform a complete validation of the Special List of Equipment (SLOE) within 90 days of publication. Any change requests will be coordinated through BSI, Greenville and an information copy sent to 25 AF/A4RM. **(T-3)**

3.1.3. Ensure equipment assets with assigned National Stock Numbers (NSNs) are accounted for in AFEMS. **(T-3) NOTE:** Disposition for Det 2, 645 AECS, Greenville, TX managed items are processed according to LSP 67-1.

3.2. Defense Property Accountability System (DPAS)

3.2.1. Field units utilizing DPAS will adhere to guidance in National Security Agency/Central Security Service (NSA/CSS) Financial Management Manual, Volume 4, **Chapter 6**, Annex's 5, 6, 7 and applicable NSA Standard Operation Procedures (SOPs) for property accountability. Type "go DPAS" in the uniform resource identifier (URL) field via the NSA net system to access DPAS manuals and SOPs. **(T-3)**

3.2.2. Upon completion of annual inventory forward copy of annual inventory report to 25 AF/A4RM within 15 calendar days. **(T-3)**

3.3. Automated Logistics Management Support System (ALMSS)

3.3.1. Field units supported by AFMC AFLCMC/HBGL Robins AFB, GA will adhere to the policy guidance in LSP 400-1. **(T-3)**

3.3.2. Field units utilizing ALMSS will obtain system training from AFLCMC/HBGL for all assigned materiel management personnel upon assumption of duties. **(T-3)**

3.3.3. Ensure equipment assets with assigned NSNs are accounted for in AFEMS. **(T-3)**

3.3.4. Conduct semi-annual warehouse validations/inventories and update the Date of Last Inventory (DOLI). **(T-3) NOTE:** Disposition for AFMC AFLCMC/HBGL, Robins AFB, GA managed items are processed according to LSP 400-1.

3.4. MAXIMO

3.4.1. Purpose: The AFTAC Mission Support Directorate, Logistics Division (MSL) utilizes MAXIMO as an accounting property system of record in support of their specialized Geophysical Field System (GFS) mission. Materiel Management personnel utilize MAXIMO to order, maintain, and track items in stock.

3.4.2. AFTAC Materiel Management Branch Roles and Responsibilities:

3.4.2.1. Provide logistical support to all AFTAC Detachments and GFS Operating Locations (OL's). **(T-3)**

3.4.2.2. Responsible for the movement and control of GFS items between AFTAC, Detachments, and OL's. **(T-3)**

3.4.2.3. Development and publication of Standard Operating Procedures (SOP) and Center Instructions (CENI) for materiel management processes. **(T-3)**

3.4.2.4. Coordinate with the AFTAC Transportation Branch on processing all GFS items for shipment. **(T-3)**

3.4.2.5. Conduct semi-annual warehouse validations/inventories. **(T-3)**

3.4.2.6. Provide 25 AF/A4RM with monthly M32 data requirement. **(T-3)**

3.4.2.7. Receipt inbound shipments into MAXIMO. **(T-3)**

3.4.3. AFTAC Transportation Branch Roles and Responsibilities:

3.4.3.1. Update shipment status in MAXIMO for items shipped and in transit. **(T-3)**

3.4.3.2. Close shipment status in MAXIMO when delivery is confirmed **(T-3)**

3.4.4. AFTAC Life Cycle Management Branch Roles and Responsibilities:

3.4.4.1. Provide guidance on the MAXIMO Subsurface accounting and inventory processes. **(T-3)**

3.4.4.2. Obtain the annual reconciliation and inventories from Forward Supply Point (FSP), Det and host countries. **(T-3)**

3.4.4.3. Update and adjust (if required) MAXIMO inventory records pertaining to FSP locations. (T-3)

**4. AIR FORCE LIFE CYCLE MANAGEMENT CENTER (AFLCMC)
CRYPTOGRAPHIC AND CYBER SYSTEMS DIVISION (CCSD)**

4.1. Repair and Return (R&R) Program (AF Service Cryptologic Component (SCC) Field Sites). **NOTE:** For guidance on processing R&Rs refer to SOPs available on the AFLCMC/CCSD web page at <https://salsa.na.nsa.ic.gov> via NSA net. All units utilizing R&R procedures are required to forward a copy of all Supply Discrepancy Reports (SDR) / SF 364 to 25 AF/A4RM through applicable wing. (T-3)

BRADFORD J. SHWEDO, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD FMR 7000.14.R, *Financial Management Regulation*, June 2011

AFPD 23-1, *Materiel Management*, 15 February 2011

AFI 10-201, *Status of Resources and Training System*, 19 April 2013

AFI 10-252, *Defense Readiness Reporting System*, 9 August 2012

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 29 October 2013

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFMAN 23-122, *Materiel Management Procedures*, 8 August 2013

AFH 23-123, Volume 1, *Materiel Management Reference Information*, 8 August 2013

AFH 23-123, Volume 2, Part 2, *Integrated Logistics System-Supply (ILS-S), Standard Base Supply System Operations*, 8 August 2013

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

NSA/CSS *Financial Management Manual*, Volume 4, October 2009

Det 2, 645 AECS, *Logistics Support Plan – 67-1*, 1 November 2012

WR-ALC/GRC *Logistics Support Plan – 400-1*, 6 June 2013

Adopted Forms

SF 364, *Record of Discrepancy*

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

25 AF—25 Air Force

A4RM—Materiel Management Branch

ACC—Air Combat Command

AECS—Aeronautical Systems Squadron

AFB—Air Force Base
AFEMS—Air Force Equipment Management System
AFH—Air Force Handbook
AFI—Air Force Instruction
AFIMSC—Air Force Installation Mission Support Center
AFLCMC—Air Force Life Cycle Management Center
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
AFTAC—Air Force Technical Applications Center
AF SCC—Air Force Cryptologic Service Component
ALC—Air Logistics Center
ALMSS—Automated Logistics Management Support System
ASC—Allowance Source Code
BSI—Big Safari Inventory
CA/CRL—Custodian Authorization/Custody Receipt List
CCSD—Cryptologic and Cyber Systems Division
CENI—Center Instructions
COS—Chief of Supply
COTS—Commercial Off-The-Shelf
CSS—Central Security Service
CSSA—Consolidated Signals Intelligence Support Activity
DCGS—Distributed Common Ground System
DOD—Department of Defense
DOLI—Date of Last Inventory
DPAS—Defense Property Accountability System
DSL—Directed Spares List
EAE—Equipment Accountability Element
EC—Equipment Custodian
EDD—Estimated Delivery Date
EFTO—Encrypt For Transmission Only

FIAR—Financial Improvement and Audit Readiness
FM—Functional Manager
FSP—Forward Supply Point
FAZZ—The Routing Identifier Code for Warner Robins Air Logistics Center
GFS—Geophysical Field System
HHQ—Higher Headquarters
IAW—In Accordance With
IC—Intelligence Community
IG—Inspector General
ISRW—Intelligence, Surveillance and Reconnaissance Wing
JBSA—Joint Base San Antonio
LDL—Low Density Level
LG—Logistics
LRS—Logistics Readiness Squadron
LSL—AFTAC Logistics Division
LSP—Logistics Support Plan
MSK—Mission Support Kit
MICAP—Mission Capable
NAF—Numbered Air Force
NLT—No Later Than
NSA/CSS—National Security Agency/Central Security Service
NSN—National Stock Number
OL—Operating Location
OPR—Office of Primary Responsibility
R&R—Repair and Return
RDS—Records Disposition Schedule
ROS—Report of Survey
SAV—Staff Assistance Visit
SBSS—Standard Base Supply System
SDR—Supply Discrepancy Report
SLOE—Special Lists of Equipment
SIGINT—Signals Intelligence

SOP—Standard Operating Procedures

SPRAM—Special Purpose Recoverable Authorized Maintenance

UJC—Urgency Justification Code

URL—Uniform Resource Identifier

WRALC—Warner Robins Air Logistics Center

Terms

Automated Logistics Management Support System (ALMSS)—Automated data base used to track and support WR-ALC/GRC assets.

Big Safari Inventory (BSI)—Det 2, 645 AECS, an automated inventory tracking system that operates from a personal computer.

Defense Property Accountability System (DPAS)—A DoD automated system that provides inventory control for installation property and accounting reporting functionality for accountable property assets. DPAS provides the NSA's property officers a standard means to manage and report property assets.

Equipment Custodian (EC)—The EC is appointed by the organization commander. The EC manages the equipment needed to support the unit and keeps the EME/Regionalized EME advised of these needs. Refer to duties as outlined in AFI 23-101, AFMAN 23-122, AND AFH 23-123, Volume 2, Part 13, [Chapter 8](#).

Floor-to-Book Style Inventory—This involves a physical count of all assets within a given work area and reconciling them with a property book record. In other words, ensure all assets can be traced back to a CA/CRL (R14) or other record if the property requires accountability.

Logistics Support Plan (LSP)—Identifies specific logistics requirements and tasking necessary to maintain the operational capability of a system.

Mission Support Kit (MSK)—The MSK is a transportable package of expendable supplies and spares, aircraft engines parts, aerospace ground equipment, and communications end item. These items are required to support an AF unit or segment of a unit when deployed.

Oversight—Oversees readiness, customer requirements and support, and measurements necessary to assess the effectiveness of support provided.

Repair and Return (R&R)—The CSSA R&R area is the single agent (focal point) for all repairable assets requiring R&R to NSA CCP funded customers. CSSA buys and maintains sufficient levels of critical subassemblies or end items to support the demand of customers.

SLOE 174—This is a product produced by Det 2, 645 AECS that lists non-item stock listed support equipment required to maintain peculiar mission systems or end items.

Special Purpose Recoverable Authorized Maintenance (SPRAM)—SPRAM assets are XD/XF items that equipment management is responsible for and that maintenance and training activities manage as in-use supplies within the SBSS. Maintenance personnel use these items to perform special functions such as detecting or isolating faults, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or online equipment.

Attachment 2

NON-STANDARD MISSION CAPABILITY (MICAP) REPORTING PROCEDURES

A2.1. Overview. This attachment provides MICAP reporting procedures and describes use of the 25 AF MICAP Notification. MICAP reports are required to advise 25 AF/A4RM and associated Wing/Center materiel management of conditions resulting in equipment outage due to lack of parts and status of related parts requisitions.

A2.2. Unit Responsibilities

A2.2.1. Submit MICAP notifications by the most expedient means available (i.e., scan, e-mail phone). COS will follow up with a priority message within 24 hours after start of the MICAP condition.

A2.2.2. Submit only verified backorders with UND 1 or J. Do not report UND A requirements.

A2.2.3. Advise 25 AF/A4RM and associated Wing/Center materiel management of MICAP receipt, downgrade or cancellation within 24 hours of the status change to close the MICAP incident with priority messaging.

A2.3. MICAP Notification Procedures. Prepare and submit MICAP notification messages to identify parts requisitioned to restore mission equipment to full mission capability to 25 AF/A4RM and associated Wing/Center materiel management using format in Figure [A2.1](#).

A2.3.1. Report up to three MICAP incidents in each message. Number data elements (1 through 16) separately for each incident.

A2.3.2. Provide an information copy of the notification message as applicable 25 AF/A4RM and Source of Supply.

A2.4. MICAP Termination (Receipt, Downgrade, Cancellation) Procedures.

A2.4.1. Use the format in Figure [A2.2](#). to terminate any number of MICAP incidents. Number data elements (1 through 4) separately for each incident. Use the appropriate MICAP deletion code to indicate the reason for termination on each incident. **Note:** AF DCGS Commercial Off-The-Shelf (COTS) MICAP requirements supported by WR-ALC/GRC and the COTS Sustainment Contract (CSS) will also be reported using this format. Coordinate with site CSS personnel to obtain and report all available required information. Include any peculiar COTS information in the remarks section.

Figure A2.1. Sample 25 AF MICAP Notification Message

FROM: ORIGINATING ORGANIZATION
TO: 25 AF LACKLAND AFB TX//A4RM//
INFO: 70 ISRW FT GEORGE G MEADE MD//LG//
543 ISRG LACKLAND AFB TX//LG// (WING/CENTER/GROUP)
25 AF LACKLAND AFB TX//A4MY//
HQ CPSG LACKLAND AFB TX//ZI// (<i>SOURCE OF SUPPLY/SUPPORTING DEPOT</i>)
CLASSIFICATION: (CLASSIFIED IAW USAFINTEL 201-1, PARA C-105C as applicable)
SUBJ: MICAP NOTIFICATION
1. MICAP CONTROL NUMBER (example: 08-001) (enter the five-digit numeric MICAP control number assigned sequentially each calendar year)
2. MICAP CAUSE CODE (AFI 23-101, AFMAN 23-122, AND AFH 23-123, Vol. 2, Part Two, Chapter 11)
3. STANDARD REPORTING DESIGNATOR (SRD)
4. SOURCE OF SUPPLY (FPD, Det 2 645 AESS, and WR-ALC/GRC as appropriate)
5. PRIORITY AND URGENCY JUSTIFICATION CODE (UJC) OF THE REQUISITION (<i>Example:</i> 02/1E or 02/JE as applicable)
6. QUANTITY AND UNIT OF ISSUE
7. FULL NOMENCLATURE OF PART REQUISITIONED
8. NATIONAL STOCK NUMBER (NSN) OF THE REQUISITIONED PART
9. PART NUMBER OF THE REQUISITIONED PART
10. MAJOR END ITEM OF EQUIPMENT
11. POSITION OF EQUIPMENT INDICATOR (POEI) (<i>if applicable</i>)
12. REQUISITION NUMBER (enter complete requisition number FB50048201005)
13. DATE AND TIME OF MICAP (enter calendar date and local military time when the asset was backordered or upgraded)
14. TECHNICAL ORDER NUMBER, FIGURE, INDEX, AND PAGE/MAINTENANCE SERVICE BULLETIN NUMBER
15. NEXT HIGHER ASSEMBLY/SUBASSEMBLY
16. REMARKS: Enter any specific remarks about the particular MICAP condition or outage, and Estimated Delivery Date (EDD) (<i>lateral support, partial receipt, or any other pertinent data</i>)
Note: All MICAP messages will reflect the proper security classification as outlined in the appropriate security classification guide. Message traffic not meeting the criteria of the classification guide will be sent as ENCRYPT FOR TRANSMISSION ONLY (<i>EFTO</i>) at a minimum.

Figure A2.2. Sample MICAP Termination Message

FROM: ORIGINATING ORGANIZATION
TO: 25 AF LACKLAND AFB TX//A4RM//
INFO: 70 ISRW FT GEORGE G MEADE MD//LGS//
543 ISRG LACKLAND AFB TX//LGS// (WING/CENTER/GROUP)
25 AF LACKLAND AFB TX//A4MY//
HQ CPSG LACKLAND AFB TX//ZI// (<i>SORCE OF SUPPLY/SUPPORTING DEPOT</i>)
CLASSIFICATION: (CLASSIFIED IAW USAFINTEL 201-1, PARA C-105C as applicable)
SUBJECT: 25 AF MICAP TERMINATION (RECEIPT/DOWNGRADE/CANCELLATION)
1. MICAP CONTROL NUMBER (Enter the same number used in the original MICAP Notification Message)
2. DELETE CODE (AFI 23-101, AFMAN 23-122, AND AFH 23-123, Volume 2, Part One, Chapter 2)
3. DATE AND TIME THE PART WAS RECEIVED, DOWNGRADED, OR CANCELED (same format as used in the MICAP notification message)
4. REMARKS: (any pertinent information in regards to MICAP)